



# Forest Heights Police Department Policy and Procedures Manual

Subject:	Supervisor's Duties, Responsibilities and Authority			
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## A. Purpose

To establish the duties, responsibilities and authority of the Forest Heights Police Department (FHPD) supervisors.

## B. Supervisor's Duties and Responsibilities

1. Supervisors will have all responsibilities and duties as those outlined in the job description for a police officer and will be responsible for assisting the FHPD Chief or Deputy Chief.
2. The ranking supervisor will assume full command of the police department in the absence of the Chief or Deputy Chief.
3. A supervisor will make decisions and issue orders within the scope of his authority and accept the responsibility for his actions and decisions.
4. A supervisor will not abuse his authority and exercise it judiciously.
5. A supervisor will be responsible for enforcing all FHPD rules and regulations pertaining to performance of his unit and the conduct and performance of the officers assigned to his unit.
6. A supervisor will make every attempt to handle infractions of rules and regulations of a minor nature at the lowest level, but will not hesitate, when necessary, to refer a matter to higher authority.
7. At least once per month, a supervisor will meet in the field with the patrol units on duty and inspect each vehicle and its equipment, and report any discrepancies to the Chief in writing.
8. A supervisor will make regular checks with the officers in his unit while on-duty observing the conditions and completeness of equipment, officer's appearance, and the work methods being employed.
9. A supervisor will be responsible for noting any deficiency in performance of the officers and strive to bring their performance to acceptable levels. He will be prepared to participate in some phases of the formal training programs and will constantly strive to improve his own supervisory capability.
10. A supervisor will monitor the Records Management System (RMS) for the purpose of determining officer performance and areas of deficiency.
11. A supervisor will require that all officers file reports to be submitted by the end of their shift barring extenuating circumstances.
12. Once a week, a supervisor will deliver reports to the Prince George's County Police Department (PGCoPD) Oxon Hill precinct. The PGCoPD Transmittal Form 3350 will be used to list the Report Case Numbers and submitted with the FHPD Reports.
13. A supervisor will perform such other duties as assigned by the Chief not inconsistent with policies set forth by the administration.

## C. Supervisor's Authority in the Absence of the Chief

1. In the absence of the Chief, the ranking supervisor or acting supervisor will be in command of the FHPD.
2. The supervisor will be responsible for all report procedures, necessary vehicle maintenance procedures, assigning investigative work or special functions.

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3. A supervisor has full authority to put a subordinate on report for violating any FHPD policy or of any law of this State. The Chief will review these reports for possible disciplinary action.
4. A supervisor is authorized to suspend a subordinate employee for the following reasons;
  - a. Reporting for duty intoxicated.
  - b. Shooting in the line of duty.
  - c. When the employee has had criminal or felony charges filed against him.
5. The Chief will determine if such a suspension was warranted by procedures provided under the Law Enforcement Officer's Bill of Rights.
6. A subordinate employee who refuses to obey a lawful order given by the Chief, supervisor or acting supervisor will be subject to disciplinary action and possible dismissal.